



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: September 9, 2015

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 9/17/15 BCWMC Public Hearing & Meeting

1. **CALL TO ORDER and ROLL CALL**
2. **CITIZEN FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM**
4. **CONSENT AGENDA**
 - A. Approval of Minutes – July 16, 2015 Commission meeting- ACTION ITEM with attachment
 - B. Approval of Minutes – August 20, 2015 Commission meeting- ACTION ITEM with attachment
 - C. Approval of September 2015 Financial Report - ACTION ITEM with attachment
 - D. Approval of Payment of Invoices - ACTION ITEM with attachments
 - i. Keystone Waters, LLC – August 2015 Administrator Services
 - ii. Barr Engineering –August 2015 Engineering Services
 - iii. Amy Herbert –August 2015 Secretarial Services
 - iv. ACE Catering – September 2015 Meeting Refreshments
 - v. Wenck – August 2015 WOMP Monitoring
 - vi. University of Minnesota – NEMO Workshop Partnership
 - vii. HDR – July 2015 Website Redesign Project
 - viii. Kennedy Graven – July 2015 Legal Services
 - E. Approval of Commissioner Requests for Reimbursement to Attend Minnesota Water Resources Conference – ACTION ITEM no attachment – Alt. Commissioner Scanlan and Commissioner Mueller would like to attend the MN Water Resources Conference in St. Paul on October 13-14 (<https://www.wrc.umn.edu/waterconf>). At their meeting in March the Commission approved the 2015 Education and Outreach Budget and Work Plan including funding for “Training for Commissioners” in which Commissioners, Alternate Commissioners and Committee members could be reimbursed for conference expenses, with approval from the Commission. Staff recommends approving reimbursement to Commissioners Scanlan and Mueller in the amount of \$245.00 each for the two-day registration fee.
 - F. Approval of Cornerstone Creek Project – Golden Valley – ACTION ITEM with attachment - The proposed project includes demolition of two existing single family homes for the construction of a new multi-story residential building and installation of an underground stormwater treatment system within the Bassett Creek Main Stem subwatershed. The project site is 2.25 acres and results in an increase of 0.95 acres of impervious surface and a total impervious area of 1.26 acres. Staff recommends conditional approval of the project with comments in the attached memo.
 - G. Approval of Sochacki Trail Paving Project – Robbinsdale – ACTION ITEM with attachment - The proposed project includes paving an existing gravel trail, replacement of a culvert, and grading of a ditch along a portion of the trail in the Bassett Creek Main Stem (Grimes, North Rice, South Rice Lake) subwatershed in Sochacki Park. The project results in no net change of impervious surface and a total proposed impervious area of 0.56 acres. Wetland impacts are possible and will be determined after a wetland delineation. Staff recommends conditional approval with comments in the attached memo.

- H. Approval to Set November Commission Meeting for Wednesday November 18, 2015 – ACTION ITEM no attachment – *As in past years, members of the Technical Advisory Committee request that the November Commission meeting be moved to the third Wednesday to allow their attendance at the American Public Works Association Conference. Staff recommends approval to set the November Commission meeting to Wednesday November 18th.*

5. BUSINESS

- A. Items Related to Adoption and Distribution of 2015 – 2025 BCWMC Watershed Management Plan – DISCUSSION/ACTION ITEMS with attachments – *The complete and final Watershed Plan (except Appendix H, see 5Ai below) is available online and reflects revisions approved at the August Commission meeting resulting from comments on the 90-day draft and other staff recommendations.*
- i. Review Credit Page and Proposed Changes to Requirements Document (Appendix H) – DISCUSSION ITEM with attachments – *The Plan should include a page of credits (inside the front cover) and the Commission Engineer’s signature. A suggested credit page is attached. Additionally, the Commission Engineer has some suggested revisions to the Requirements Document (Appendix H) which further clarifies some provisions, includes the appropriate Plan date, etc. Proposed changes are shown with underline and strikeout in the complete Appendix H available online. This Appendix must be finalized before adopting the final Plan in the action requested below. The Commission should review the proposed revisions and make recommendations as needed.*
 - ii. Review Transmittal Letter – DISCUSSION ITEM with attachment – *Staff drafted a transmittal letter for the Chair’s signature that includes a brief description of changes made to the Plan since the 90-day review draft. Comments or suggested changes on the letter are welcome.*
 - iii. Discuss Plan Printing and Distribution - DISCUSSION ITEM no attachments – *Staff is currently gathering information on the cost of printing and postage for the final plan as well as a list of entities that would like printed copies – I will bring this information to the meeting. Staff would like to know if Commissioners would like printed copies of the Plan (the entire Plan will be posted online). Additionally, the Commission should discuss whether or not the printed version of the Plan should include Appendices G (JPA), H (Requirements Document), I (Boundary Change) and J (Legal Description). Combined, these appendices constitute 85 pages bringing the total printed Plan to 410 pages.*
 - iv. Receive Plan Approval Documents from BWSR – INFORMATION ITEM with attachment – *The MN Board of Water and Soil Resources approved the BCWMC Watershed Plan on August 27th. A letter from the Chairman of the BWSR Board and the official order are attached.*
 - v. Consider Approval of Resolution Adopting Plan – ACTION ITEM with attachment – *It’s time! After the Commission discusses the final details of the Plan in the items above, the Commission should approve the attached resolution adopting the Plan. And then we should celebrate!*
- B. Consider Approval of Resolution of Appreciation for Plan Steering Committee Chair, Linda Loomis – ACTION ITEM with attachment – *Former Commissioner Loomis led the Plan Steering Committee through 24 meetings during 2013 and 2014 and facilitated discussions among various groups throughout the development of the Watershed Plan. The Commission should consider commending and thanking Ms. Loomis with a formal resolution of appreciation.*
- C. Receive Presentation on Progress of Bassett Creek Main Stem Restoration Project Through Wirth Park (2012CR-M) – INFORMATION ITEM no attachment – *Staff with the Minneapolis Park and Recreation Board will give a presentation on the near-completed restoration project, including restoration techniques, construction photos, and design changes/additions that occurred during the project.*

- D. Consider Proposal for Preparation of Feasibility Study for Bassett Creek Main Stem Restoration Project (2017CR-M) – ACTION ITEM with attachments – *At their meeting in July, Commission staff reported that the City of Minneapolis planned to hire Barr Engineering to complete a feasibility study for the 2017 Main Stem Restoration Project in Minneapolis. At that meeting there was some discussion about the geographical extent of the project area. The attached proposal from Barr Engineering includes a base area with two additional optional areas to study. The City of Minneapolis requests that all three reaches be included in the feasibility study. Staff recommends this approach as well and also recommends approval of the agreement with the City of Minneapolis found in 5Dii for a cost not to exceed \$86,800.*
- i. Discuss Proposal from Barr Engineering, Consultant for City of Minneapolis - attached
 - ii. Consider Approving Agreement with City of Minneapolis to Conduct Feasibility Study - attached
- E. Receive Update on 2015 Operating Budget Status – INFORMATION ITEM no attachment – *The end of July marked the half way point for the Commission’s fiscal year (Feb 1 – Jan 31). (The [August financial report](#) reflects the Commission’s financial standing through July.)The Commission’s 2015 operating budget is looking healthy and staff projects ending the year under budget, overall. Staff will provide a verbal update at this meeting.*
- F. Consider Agreement with Metropolitan Council for Reimbursement of BCWMC Expenses Related to Review of Blue Line LRT – ACTION ITEM with attachment – *BCWMC staff worked with Metro Transit staff to develop an agreement for reimbursement of expenses incurred by the BCWMC related to review, coordination, and assistance with modeling for the Bottineau Blue Line LRT, including wetland review tasks under the Wetland Conservation Act (WCA). The [BCWMC’s review fee structure](#) allows for the BCWMC to charge developers for actual costs related to WCA work. The BCWMC is responsible for administering WCA in Robbinsdale. Additionally, the cities of Crystal, Golden Valley, and Minneapolis requested assistance from the BCWMC with WCA-related tasks for this project, which is also permitted within BCWMC policies. Aside from WCA tasks, the BCWMC fee structure does not accommodate large and complicated projects like this. In fact, aside from WCA activities, the BCWMC review fee would be a flat \$1,100. The Met Council has agreed to reimburse the BCWMC up to \$30,000 through this agreement to help recoup some of the costs of technical review and assistance with this project. The agreement is effective starting June 29, 2015. If the agreement is approved, BCWMC costs June 29th through August 28th totaling \$1,083 would be reimbursed along with future costs up to \$30,000.*
- G. Consider Approval of 50% Plans for Northwood Lake Improvement Project (NL-1) – ACTION ITEM with attachments – *At their meeting in August, the Commission entered into an agreement with the City of New Hope to design and construct the Northwood Lake Project. 50% design plans were submitted and the Commission Engineer’s summary of the project and recommendations are attached. A complete plan set is available online. A partial plan set is available in the printed meeting packet. Staff recommends that the Commission approve the 50% design plans with the recommendations in the memo and authorize the City of New Hope to proceed with final plans and contract documents.*
- H. Consider Approval of 50% Plans for Honeywell Pond Expansion Project (BC-4) – ACTION ITEM with attachments - *At their meeting in August, the Commission entered into an agreement with the City of Golden Valley to design and construct the Honeywell Pond Expansion Project. 50% design plans were submitted and the Commission Engineer’s summary of the project and recommendations are attached along with a memo from the city’s consultant (WSB) and a full plan set. Staff recommends that the Commission approve the 50% design plans with the recommendations in the memo and authorize the City of Golden Valley to proceed with final plans and contract documents.*
- I. Receive Invitation for NEMO Workshop for Local Officials on Winter Maintenance & Use of Chlorides – INFORMATION ITEM with attachment – *Staff recommends that Commissioners consider registering for and attending this free workshop which is partially funded by the BCWMC. Staff also requests assistance in inviting other local officials such as city council members and planning commission members to the workshop.*

- J. Consider Volunteering at Golden Valley Arts and Music Festival – **INFORMATION ITEM no attachment** – *At this time two Commissioners have volunteered to assist with BCWMC informational display at the Golden Valley Arts and Music Festival on September 26th. Please let me know if you would like to volunteer for one of these shifts: Set up & first shift 8:30 – 11:00; second shift: 11:00 – 1:00; third shift & take down: 1:00 – 3:30. Thank you!*

6. COMMUNICATIONS

- A. Administrator's Report – **written report attached**
- Report on Clean Water Summit
 - Report on Recent BCWMC Education Activities
- B. Chair
- C. Commissioners
- D. TAC Members
- Report on September 8th Technical Advisory Committee Meeting – **no attachment** - *The TAC has no recommendations at this time. Although the TAC met on September 8th and had productive discussions on their agenda items (Channel Maintenance Fund policy, Channel Maintenance Fund request from Crystal, and the Roles & Responsibilities for Flood Control Project Rehab and Replacement) they require further discussion at a future meeting (likely on November 5th).*
 - Report on Restoration Order Issued on Sweeney Lake
- E. Committees
- F. Legal Counsel
- G. Engineer

7. INFORMATION ONLY (Information online only)

- CIP Project Update Chart
- Grant Tracking Summary and Spreadsheet
- The Future of Our Water Supply - League of Women Voters Event 9/24/15
- West Metro Water Alliance Meeting Minutes, July & August
- Pollinator Friendly Alliance Event, Sunday September 13th, 1:00 – 6:00 p.m., Stillwater
<http://pollinatorfriendly.org/blog/>

8. ADJOURNMENT

Upcoming Meetings & Events

- Mississippi Watershed Management Organization Stormwater Park & Learning Center Grand Opening: Saturday September 19th, 10:00 a.m. – 1:00 p.m., MWMO Office Minneapolis
- The Future of Our Water Supply, League of Women Voters Event: Thursday September 24th, 7:00 – 8:30 p.m., Crystal Community Center
- Golden Valley Art and Music Festival & Parade: Saturday September 26th, 10:00 a.m. – 3:00 p.m., Golden Valley City Hall
- NEMO Workshop “Chloride and Winter Road Management for Local Officials: Wednesday October 7th, 6:00 – 8:30 p.m., Minnetonka Public Works
- BCWMC Regular Meeting: Thursday October 15th, 8:30 a.m., Golden Valley City Hall
- BCWMC Regular Meeting: **WEDNESDAY** November 18th, 8:30 a.m. Golden Valley City Hall